

HELPFUL RESOURCES

- ♦ ALIVE (Domestic Violence) Hotline
(314)-993-2777
- ♦ Kids Hope United
(314) 241-4345
- ♦ COMTREA Adolescent Substance Abuse Program
(636) 296-6206, Arnold, MO
or (314) 773-3670
- ♦ Deaconess Crisis Nursery
(314)-768-3201
- ♦ Family Court of St. Louis County
(314) 615-4400
- ♦ Job Corps
(314) 679-0300
- ♦ Legal Services of Eastern Missouri
(314) 534-4200
- ♦ Missouri Division of Aging
1-(800)-392-0210
- ♦ Missouri Division of Child Support Enforcement
(314) 340-7400
- ♦ Missouri Children's Division
(Formerly known as DFS)
Child Abuse/Neglect Hotline
1-(800) 392-3738
- ♦ New Beginnings Adolescent Substance Abuse Program
(314) 367-8989
- ♦ St. Louis Metropolitan Police Department - Juvenile Division
(314) 444-5327
- ♦ Provident Counseling
(314) 533-8200
- ♦ Public Defender's Office
(314) 340-7525 or 552-2250
- ♦ St. Louis City Juvenile Detention Center
(314) 552-2194
- ♦ St. Louis Public Schools, Recruitment & Counseling Center
(314) 367-1368
- ♦ Youth Emergency Services
(314) 727-6294

***This Court does not relieve
parents of custody or
responsibility of their children due
to misbehavior, but will provide
services that keep families intact.***

If you have questions that may be answered without having to come to the Court, feel free to contact the Court.
**The hours for telephone contact are
8:30 a.m. to 5:00 p.m. Monday
through Friday, excluding holidays.**

**Please Call
(314) 552-2000**

**A Deputy Juvenile Officer will be
available to assist you.**

**Reminder:
Intake hours are from
1:00 p.m. to 4:00 p.m.
Tuesdays & Thursdays**



**If you need assistance or an
accommodation in order to participate
in these court services, please contact:**

**THE AMERICANS with
DISABILITY COORDINATOR,
JANICE KOCH**

**at
920 North Vandeventer Ave
St. Louis, Missouri 63108
or by telephone
VOICE (314) 552-2118
TDD (314) 531-6158**

Intake Process



Family Court - Juvenile Division
920 North Vandeventer Avenue
St. Louis, Missouri 63108

Phone: (314) 552-2000
Fax: (314) 552-2260
Office Hours: 8:30 a.m. - 5:00 p.m.
Monday - Friday (Except Holidays)



Dedicated to Juvenile Justice

What is the Intake Process?

The Intake Process is the Court's response to community requests for Court services for children under the age of 17.

When does the Intake Process take place?

The Intake Process **is available from 1:00 p.m. to 4:00 p.m.,** Tuesdays and Thursdays, excluding holidays. Appointments are available at other times.

What type of matters are handled through the Intake Process?

- ◆ Incurrigibility
- ◆ Requests for Information

What type of matters are not handled through the Intake Process?

- ◆ This Court does not detain ("lock up") children if they haven't committed a crime. If you believe that a crime has been committed, you will need to contact the police department to file a report.
- ◆ Voluntary transfers of physical custody.
- ◆ Child custody matters in divorce cases which are handled in the Domestic Relations Divisions.

What happens during the Intake Process?

After checking in with the receptionist/security officer, you will meet with the "Intake Screener". You will be asked to provide information about

the child(ren) that you have an interest in as well as yourself and both of the child(ren)'s parents.

How long does the process take?

Please remember that because you don't have an appointment and others may be ahead of you it may take some time for the process to actually begin. Your patience is appreciated.

The time it takes to complete the process varies. It depends on the services you require, the availability of the persons assigned to service your case and the amount of information you are able to provide at the time of your meeting with the screener.

Depending on the time you come to the Court and the services you need, you may be given an appointment to return on another day.

What will I need?

- ◆ In most cases, you will need to have the child(ren) with you. In **incurrigible** cases, having the child with you is mandatory. In addition, it is required that you be the child's legal custodian.
- ◆ Some form of picture identification (preferably state or federal).
- ◆ The birth certificate of the child.
- ◆ Verification of your income.

What will I be expected to do?

You will be expected to abide by the policies of the Court. Failure to abide by the policies of the delay, and in some cases prevent services

from being provided to you.

If you are here regarding matters involving abuse and/or neglect, or incorrigibility:

- ◆ You may be asked to fill out some forms while you wait.
- ◆ You will be expected to complete an affidavit.

An affidavit is a written statement completed by you explaining the situation which caused you to come to this Court. The affidavit will have to be notarized and you will need to present your picture ID at that time.

- ◆ You will be expected to complete a financial statement.

A financial statement will determine your ability to pay for certain services provided to you by this Court. The fees for these services will range from \$1.00 to \$30.00. Other fees may also be assessed by the Court.

- ◆ You will be expected to work with the services offered to you as an alternative to taking official court action.

What can you expect from the Court?

As a member of the community coming to this Court for services, you can expect:

- ◆ To be provided with quality, professional service in accordance with Missouri law.
- ◆ To be treated with dignity and respect.